



**North Central Workforce Development Board  
Workforce Solutions for North Central Pennsylvania, Inc.  
Meeting Minutes  
Held Via Zoom Meeting/Call  
Wednesday, July 7, 2021 at 9:30 a.m.**

**Board Members Present – on Zoom Video/Call:** Chris Adamson, Kate Brock, Bunny Comilla, Tonya Coursey, Kelly Davis, Buddy Franklin, Michael Hoskavich, Bruce Jones, Lisa Kweder, Jeffrey Miller, Christina Palmer, David Steele, John Sutika,

**Board Members Absent:** Catherine Bartruff, Corine Christoff, Sarah Hayden, Brad Lashinski, Leslie Neal, George Salter, Kimberlea Whiting

**WDB Staff Present on Zoom Video/Call:**

Pam Streich, Linda Franco, Vanessa Hasselman, Sherri Cunningham, Colleen Prechtel, Jocelyn Bash, Ron Hammersley and Terry Hinton

**CEO Members Present on Zoom Video/Call:** Carol Duffy, Barry Hayman and Matt Quesenberry

**Guests – Present on Zoom Video/Call:** Blythe Brunner, Sharon Engle, Tom Bogacki, Melanie Erb, Cesare Ferrari, Kelly Vandervort, Hannah Brock, Amy Kessel, Candace Hillyard, Morgan Ruzieki, and Andrew Scanlan

**Call to Order and Welcome:**

Corine Christoff was unable to attend and chair due to a work commitment. Chris Palmer called the meeting to order at 9:36 a.m. and welcomed everyone in attendance.

**Quorum:** A quorum was established

**Pledge:** The Pledge of Allegiance was recited

**Consent Agenda:**

Chris asked the board if there were comments or questions on the consent agenda. The following items are included on the consent agenda. Pam noted that all related documents were included in the board mailing including the revised Local Plan that was sent to all board members for review.

1. Meeting Minutes from the following meetings:
2. April 7, 2021 Full Board Meeting
3. May 6, 2021 Full Board Meeting
4. June 7, 2021 Executive Committee Meeting
5. June 17, 2021 Full Board Meeting
6. Correspondence – INSPIRE Grant Proposal Submission
7. Local Management Committee (LMC) Report
8. Workforce Delivery System Committee Report
9. Finance Committee Report
10. Operator Report
- 11.. Equus Subcontractor Report – New Format – Please Review
12. PA CareerLink® Report – New Format – Please Review
13. Local Plan Revisions – for Final approval

With no questions, Kelly Davis made a motion to accept the consent agenda including approval of the revised local plan; Jeff Miller seconded; All members approved the consent agenda; none opposed; no abstentions, and the motion carried.

#### **Committee Action Items – Finance Committee:**

##### **1. Budgets (Workforce Solutions)**

- PY19 and PY20 WIOA Budgets - The administrative portions of the PY19 budgets were revised to better align with actual expenditures. Vanessa noted this is a requirement to close out fully expended funds. The PY20 Adult and Dislocated budgets were revised to reflect the transfer of \$333,333 in Dislocated Worker funds to the Adult Program to increase training services to customers.
- PY21 Workforce Solutions Budget – There were some significant changes to the budget which included decreases in salaries and fringe benefits due to staffing changes related to the Executive Director position. There were also increases in operation expenses including travel, registrations, office supplies, and website redevelopment and maintenance to reflect increased activities with the lifting of COVID restrictions.
- PY21 Allocation for Equus – Vanessa gave an update on the resources currently available for PY21, a total of \$5,124,155, with additional carryover resources being available after determining remaining at year end. A recommendation was made, and the finance committee had approved to award Equus a total amount of \$2,509,978 in Adult, DW, Youth, EARN, TANF, Rapid Response and EARN Performance funds to support their activities in the new program year.

Vanessa gave the breakdown of the Equus Award effective July 1, 2021:

Dislocated Worker	\$677,368
Adult	\$414,065

WIOA Youth	\$383,432
EARN	\$425,317
TANF Year Round	\$234,684
Rapid Response	\$310,000
EARN Performance	\$65,112
Total	\$2,509,978

Vanessa asked if there were additional questions on any of the Workforce Solutions Budgets. With no questions asked, Chris made a motion to approve the budgets. Bruce Jones made this motion; Bunny Comilla seconded; all approved; none opposed; no abstentions; the motion carried.

2. **PY21 PA CareerLink® Operating Budgets** – Vanessa stated that this included adjustments in operational expenses from the removal of the temporary security guards and increases in internet costs, equipment/IT support, community outreach, and membership/ subscriptions. The McKean County CareerLink budget also includes a decrease in facility costs due to the renewal of the lease at a lower negotiated rate.

Vanessa asked if there were additional questions on the PA CareerLink® Operating Budgets. There were no questions, so Chris asked for a motion to approve the PY21 PA CareerLink® Operating Budget. Lisa Kweder made this motion; John Sutika seconded; all approved; none opposed; no abstentions; the motion carried.

#### **Other Action Items:**

1. **PA CareerLink® Operator Waiver, Request for Quotes and Contract Continuation**

Pam explained that we will need approval for the waiver, procurement and of a 6-month subcontract though December 31, 2021 replacing the subcontract that ends on July 31, 2021. Pam then went on to explain each approval needed.

- Waiver – Workforce Solutions was required to submit a waiver to the Workforce Delivery System Operator Guidance that would allow us to be the employer of record for the PA CareerLink® Site Administrator for McKean and Potter Counties. The waiver was submitted to Labor and Industry on June 3, 2021. Last year's waiver was set to expire, and Labor and Industry provided guidance on what should be included in the waiver request. The waiver request and approval had been included in the board mailing.
- Procurement – Labor and Industry at the same time, requested that we procure for the PA CareerLink® Operator in our region during this program year. The procurement will begin with a Request for Proposal to be released in September 2021 and an award made by the end of December 2021 with the Operator in place starting January 1, 2021.

- **6-Month Subcontract Award** – We are requesting a new subcontract be awarded to Human Capital Consulting (HC3), the current operator, beginning July 1, 2021 through December 31, 2021 which would replace the current subcontract that ends on July 31, 2021.

Pam asked if there were any questions on the waiver or operator procurement. There were no other questions, so Chris asked for a motion to approve the waiver, operator procurement and the 6-month subcontract award to HC3. Jeff Miller made this motion; Chris Adamson seconded; all were in favor; none opposed; no abstentions; and the motion carried.

- 2. Economic Transition and Trade Carryover Funding** – Workforce Solutions is requesting the award of any carryover funding for the Economic Transition Grant and Trade funding as well as the additional Economic Transition funding recently requested for by Workforce Solutions in the amount of \$100,000 to be awarded to Equus. Both funds provide training and supportive services to dislocated workers and both expire on June 30, 2021. We will not know the exact amount of carryover funds until July 15<sup>th</sup>.

Tonya Coursey made a motion to award the carryover funding from the Economic Transition Grant to Equus; Kate Brock seconded; all were in favor; none opposed; no abstentions; the motion carried.

- 3. Workforce Solutions' Website** - Pam asked for approval to issue a Request for Proposal for website enhancement of our current Workforce Solutions' website. She stated that our website is outdated and difficult for staff to update. We would like to procure for the enhancement of the site with to goal of updating the site to more accurately reflect our mission and programs, to provide a link to the PA CareerLink® and PA Six websites, as well as to develop a site that is easier for staff to work with. Pam stated we would like to commit \$20,000 to the project which includes some website maintenance costs also. This amount is reflected in Workforce Solutions' budget. Jeff Miller asked who designed our original website. Pam responded that Magnus Marketing had designed our current website and our staff has been updating it. With no other questions, Chris asked for a motion to allowing Workforce Solutions to proceed with issuing an RFP for website enhancement. Lisa Kweder made the motion; Jeff Miller seconded; all were in favor; none opposed; no abstentions; and the motion carried.

- 4. Workforce Development Board Member Re-appointments and Appointment** – Pam stated at the June 24, 2021 the Chief Elected Official Board approved the following re-nominations and nomination to the Workforce Development Board:

- **Re-nominations:**
  - 1. Michael Hoskavich**
  - 2. Elizabeth Kweder**

3. Chris Palmer
4. Jeff Miller
5. George Salter
6. John Sutika

- **Nomination:**

1. **Dr. Ping Werner, Interim Chancellor and Chief Academic Officer at Penn State DuBois, replacing Dr. Scott McBride**

- **Resignation:**

1. **Dr. Scott McBride, former Chancellor of PSU DuBois announced his retirement and resignation from the board effective June 30, 2021. The CEO also accepted his resignation.**

Pam asked the board to approve the re-appointment of Michael Hoskavich, Elizabeth Kweder, Chris Palmer, Jeff Miller, George Salter and John Sutika, along with the appointment of Dr. Ping Werner and the resignation of Dr. Scott McBride to the Workforce Development Board.

Kate Brock made this motion; Tonya Coursey seconded; all approved; none opposed; Chris Palmer and John Sutika abstained; the motion was carried.

**Workforce Solutions' Staff Activities update for April through June 2021:**

Pam stated the staff has been very busy the last few months and that a list of complete activities had been included in the board mailing. Pam very briefly highlighted some of the activities, including the Next Gen Partnership Wage & Benefit Survey, Local Plan, PA SLIP and Co-op Program, PA Six Website, Building & Construction and Health Camps. Pam encouraged everyone to review the complete list from the mailing.

**Labor Market Information – Updated Report for this Quarter:**

Pam did not elaborate on this report, she just wanted to make sure everyone was aware that this report was included in the mailing for review. Chris Palmer commented on how valuable the information in this report was and encouraged all to review it, if they hadn't already.

**Presentation by Amy Kessler – NCPRPDC – Integrated Mobility 2050 Workforce and Transportation:**

Amy showed a power point presentation that led to very good discussions on transportation and workforce challenges our region is currently facing. Discussions included important North Central PA transportation issues and challenges, how transportation should be funded and strategies to address shortages as baby boomers are leaving the workforce. Amy said she would like to schedule focus groups in the fall to continue discussing these challenges and would coordinate with Pam to make this happen.

**PA Six Update and Release of the Website – Meet the People behind the Scenes:**

Pam stated the PA Six website is ready to go live and we are all very excited to share this everyone. This has been a long process that started pre COVID. We are currently discussing how to best market PA SIX website and welcome any feedback from the board and guests. Pam shared her screen to show the

website (**discoverpasix.com**) and introduced Cesare Ferrari of Mary and Ferrari, the website developer who showed the board around the website. Cesare explained that the website highlights WORK LIVE DISCOVER in all six of our counties with beautiful pictures and video testimonials.

Kelly Vandervort with Vort Media then explained the process of finding an individual from each of our six counties that had either moved here from another area or had left the area and returned here to live to give testimonials about why they moved here and what our counties have to offer. Pam recognized the individuals that gave testimonials for the website:

- Cameron County – Sarah Nolan
- Clearfield County – Michael Clement
- Elk County – Hannah Brock
- Jefferson County – Luke Lewis
- McKean County – Matthew Hileman
- Potter County – Sharon Hallstrom and Candace Hillyard

Candace Hillyard and Hannah Brock were both present and shared what a fun and rewarding experience this had been for them. They enjoyed the process and sharing what they each loved about their counties.

Pam thanked everyone for all the hard work that went into this website and said what a valuable asset this will be for our counties and recruiting individuals to our area.

#### **Public Comment Period**

Chris Palmer asked if at this anyone had any public comments. Kelly Vandervort said she found the transportation presentation to be very interesting. She also took this time to say she appreciated the staff at Workforce Solutions and found much value in what Workforce Solutions does.

At this time, Chris Palmer adjourned the meeting to all guests and Workforce Solutions staff, except for Pam and the board went into Executive Session to discuss Personnel.

#### **Executive Session:**

Board members remained on the zoom meeting for discussion regarding personnel matters and review of a proposal for an organization analysis.

Pam stated that performance evaluations were completed with all staff. Pam recommended a 3% performance increase for all eligible employees. Employees with a score of 3.5 or higher would be eligible for this increase effective July 1, 2021. A motion was made by Chris Palmer and seconded by John Sutika. All approved. Motion carried.

Pam then discussed with board members a potential Request for Proposal (RFP) to implement an analysis of the organization, position profile development, salary scale analysis and review of current

performance management system. The organization analysis would include reviewing the roles and responsibilities of workforce development board as well as the expectations of the North Central Workforce Development Board to determine the most efficient and appropriate staffing structure for Workforce Solutions. Pam stated that in discussion with PA Labor and Industry staff over the last month, we have learned of the need to increase our oversight and monitoring of WIOA, EARN and TANF Youth Development programs. Discussion ensued. Board members stressed the importance of keeping this affordable according to the budget as well as ensuring that we are learning more than what we already know.

A motion was made by Chris Palmer and seconded by Kelly Davis. All approved. Motion carried.

A motion was made to adjourn the meeting at 11:45 pm by Jeff Miller. Seconded by Chris Palmer. All approved. Motion carried.

